

**WASHINGTON STATE
AFFORDABLE HOUSING ADVISORY BOARD**

BYLAWS

ARTICLE I

Purpose

1. The Washington State Affordable Housing Board, hereinafter referred to as “the Board”, shall serve as the Department of Commerce’s (the “Department’s”) principal advisory body on housing and housing-related issues and perform such duties as enumerated in RCW 43.185B.030.

ARTICLE II

Membership

1. All voting members of the Board, shall be appointed by the Governor in accordance with RCW 43.185B.020(1)(a).
2. All ex officio non-voting members of the Board are designated in accordance with RCW 43.185B.020(1)(b).
3. Ex officio non-voting members have the right to sit with the Board, participate in discussions, make and second motions, and participate on Board committees and task forces.

Terms of Office

1. Board members’ terms of office shall be for four years, and the Chair’s term shall be two years, all in accordance with RCW 43.185B.020(2)(a).

Reimbursement for Expenses

1. Voting Board members shall be eligible for reimbursement of expenses for Board activities in accordance with RCW 43.03.050 and 43.03.060.
2. Ex officio non-voting members shall not be eligible for reimbursement of expenses from the Board.
3. For the purposes of reimbursement, Board activities include: attendance at Board meetings, attendance at committee meetings or task forces on which the Board member serves, and at other meetings when officially designated as representing the Board (prior Board approval or appointment by Chair needed).

ARTICLE III

Board Officers

Officers

1. The officers of the Board shall consist of a Chair and a Vice-Chair.

Elections/Terms of Office

1. The Chair shall be appointed by the Governor for a two-year term in accordance with RCW 43.185B.020(2)(a).
2. At the first meeting of the year in odd-numbered years, a Vice-Chair shall be elected for a two-year term.
3. If both Chair and Vice-Chair are absent from a Board meeting, the members of the Board shall elect one of their members to serve as Chair Pro-Tem. The Chair Pro-Tem shall relinquish the chair at such a time as the Chair or Vice-Chair joins the meeting.

Duties of Officers

1. The Chair shall preside at all meetings of the Board and shall have all powers and duties conferred by law and the Board's bylaws.
2. The Chair shall represent the Board at official functions, and appoint the Chairs and members of all Board committees and task forces. The Chair shall designate Board members to represent the Board at official functions.
3. The Vice-Chair shall have all the powers and perform all the duties of the Chair, in the absence of the Chair.

ARTICLE IV

Committees of the Board

Executive Committee

1. The Chair, the Vice-Chair, and the Chair of the Policy Advisory Team shall constitute the Executive Committee.
2. The Executive Committee shall have general supervision of Board activities between regular meetings and fulfill any other responsibilities deemed necessary by the Board or the Chair.
3. Meetings of the Executive Committee shall be held at the call of the Chair upon notification to the members of the committee.

Nominating Committee

1. The Nominating Committee shall consider and recommend members to run for the position of Vice-Chair, consider and recommend qualified individuals for gubernatorial appointment as Chair, and solicit and encourage individuals to seek appointment to the Board for the various membership classifications.

Policy Advisory Team (“PAT”)

1. The Policy Advisory Team (PAT) is a technical advisory committee to AHAB and the Department, and will advise them, as requested, on policy and operating issues of significance to stakeholder groups.
2. The Chair shall annually appoint the Chair of the PAT from among members of the Board and shall appoint members of the Board to serve as members of the PAT.
3. Others members of the PAT shall be appointed by Chair or the chair of the PAT.

Committees or Task Forces

1. The Board may create committees or task forces for specific tasks and may limit the duties and period of existence of such committees or task forces. Special committees and task forces may include persons who are not Board members but who have skills, experience and/or viewpoints that may be of use on such committees or task forces.
2. The Board may disband committees and task forces it deems no longer necessary for the purposes of the Board.

Membership and Leadership

1. The Chair shall appoint the members and chairs of all committees and task forces.

ARTICLE V

Meetings of the Board and Committees

Regular Board Meetings

1. The Board shall adopt an annual schedule of regular Board meetings for each calendar year at the first meeting of the year. Regular Board meetings shall be held at such time and place to efficiently carry out the Board’s responsibilities. Notification of meetings shall be given to interested parties consistent with State law. Board meetings shall not be held on recognized holidays.
2. A regular Board meeting may be canceled by the Chair when there is evidence of insufficient agenda material, lack of quorum, or for other justifiable reasons.

Special Board Meetings

1. A special Board meeting may be called at any time by the Chair or a majority of the members of the Board by delivering personally, by fax, by mail, or by electronic mail a written notice to each member of the Board. Such notice shall be delivered personally, by mail, by fax, or by electronic mail at least 24 hours in advance of the time of the meeting specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings.

Meetings to be Open and Public

1. All meetings of the Board shall be open and public and all persons shall be permitted to attend any meetings of the Board as provided in RCW 42.30, the Open Public Meetings Act.
2. All meetings of the Board shall be held in accessible facilities.

Quorum

1. A quorum shall consist of a majority of the voting members of the Board.

Meetings of Committees and Task Forces

1. Committees and task forces of the Board shall meet as necessary to fulfill their responsibilities as mandated by the Board.
2. Notification of all meetings of Board committees and task forces shall be provided to members of those committees and to the Board by telephone, mail, electronic mail, or fax at least 24 hours prior to the meeting.
3. All committee and task force meetings shall be open and accessible to the public.

Meeting Minutes and Agendas

1. The Department of Commerce shall provide administrative and clerical assistance to the Board in accordance with RCW43.185B.020(6).
2. The minutes or meeting summaries of all Board, committee, and task force meetings shall be taken by a member of the staff of the Department of Commerce in attendance.
3. Minutes for the previous Board meeting and the agenda for the next scheduled Board meeting shall be provided to the Board and interested public by mail, electronic mail, or by fax at least five days prior to each regular Board meeting.

Meeting Attendance

1. Staff of the Department of Commerce recording the minutes or meeting summaries of all Board, committee, and task force meetings shall take attendance of the Board members for the permanent record.
2. Inability of Board members to regularly attend Board meetings may result in their removal from the Board. Ensuring representation of the varied affordable housing interests and geographic areas of the state is of paramount concern. The unexcused absence of a Board member from two consecutive regular Board meetings shall result in a request by the Chair to the Office of the Governor that a replacement be designated.

ARTICLE VI

Parliamentary Authority

1. The Board shall normally operate by consensus.
2. When a recorded vote is necessary, or on all other occasions where formal rules of order are deemed necessary by the Chair or are requested to be observed by a member of the Board, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws or state law.

ARTICLE VII

Amendments

Amendment to the Bylaws

1. These bylaws may be amended at any regular meeting upon a two-thirds vote of the Board, provided that the amendment has been submitted in writing one week before the meeting.